

**ADULT FOSTER CARE LICENSING ADVISORY COUNCIL
MEETING MINUTES**

August 30, 2007

MEMBERS PRESENT

Andrew Farmer, Cynthia Farrell, Sandra Kilde, Phillip Lancaster, Linda Lawther, Patricia MacKinnon, Michelle Mull, Kathleen Murphy, Lauren Swanson

MEMBERS ABSENT

Ellen Sugrue Hyman, Dave Verseput

ABSENT MEMBERS REPRESENTED

David Verseput represented by Jon Ferguson

ADULT FOSTER CARE/HOME FOR THE AGED LICENSING STAFF

Jim Gale, Director
Deborah Wood, Division Director,
Jim Clark, Licensing Consultant
Greg Corrigan, Area Manager
Chris Hibbler, Area Manager
Tom McWhorter, Program Specialist
Bruce Messer, Licensing Consultant
Betsy Montgomery, Area Manager
Diane Stier, Licensing Consultant
Jim Zalba, Licensing Consultant

Kathleen Murphy chaired the meeting. Kathleen asked attendees to introduce themselves.

Approval of Minutes - May 17, 2007

Deborah Wood stated that the second bullet on page 3 of the minutes was incorrect and should be amended to read "more than 200 miles." The minutes were approved as amended and will be placed on the Bureau of Children and Adult Services' website.

Approval of Agenda

Lauren Swanson requested Background Check Program Update be added to the agenda. Andy Farmer requested "Commission Activity" be added to the agenda under "Other."

Lauren made a motion to approve the agenda as amended. Andy seconded the motion.

Review Council Roster and Bylaws

Andy Farmer made a motion to approve the edits to #3 of the Bylaws which included language for action to be taken if neither the chairperson nor vice chairperson is present. Linda Lawther seconded the motion.

Council members reviewed the Member Roster and will provide Marva Chambers with necessary corrections.

Lauren commented that she feels the Council should meet more frequently.

Andy commented that the Council's meeting frequency is driven by the Division's and/or other leaderships' vision of the Council as a resource: low frequency may reflect lack of such vision entirely, or a vision that finds the Council, perhaps through faults of its own, as an expendable burden of staff activity within a resource-starved environment.

Andy indicated that in order for the Council to become or be harnessed as a greater resource would certainly demand a higher frequency of meetings -- and with that certainly a raised and sustained commitment of staff resources dedication -- than what is currently the case, especially if that vision of resource becomes one for public advocacy. That Commitment would need to be jointly made to move forward in such a direction.

Deborah indicated that even though the Council meets quarterly, over the last three years they have met more frequently as subcommittees. She suggested a minimum of meeting quarterly and then more frequently if necessary.

Kathleen suggested as the Focused Onsite Renewal Inspection is implemented and completed that the Council could be used as a strong resource.

It was unanimously agreed that the Council would look at meeting schedules at the end of 2007.

Enforcement Issues

Deborah provided handouts of the Bureau's activity statistics for 10/1/06 through July 2007 and Notice of Intent Logs for May, June and July for the Council to review on their own. Andy asked Deborah to highlight any trends.

Deborah pointed out that the statistics reflect the number of licensed facilities as steadily growing; the number of licenses issued is greater than the number of facilities closed. There is an increase in overdue renewals because the Bureau has been concentrating on special investigations but because of the priority being given to special investigations, the timeliness of special investigations is much improved. Staff being on vacation and on medical leave has had an impact on statistics, over the summer.

Michelle Mull referred to the Notice of Intent handout provided for May and asked why there was a large number for that month.

Deborah responded that the log shows referrals made to the Disciplinary Action Unit and not the number of disciplinary actions taken. More licensees are contesting issuance of provisional licensees and are seeking legal counsel earlier in the process, resulting in more contested cases.

Andy inquired about staff vacancies and asked for an assessment of the Bureau's capacity to complete its work.

Deborah responded that there have been consultants on extended medical leave in the Kalamazoo, Lansing, Oakland and Traverse City offices. Also, 1 consultant and 2 Area Managers will be retiring in December. As we already have 3 vacancies, these will make 6 staff vacancies by the end of 2007.

Deborah described the impact using the Kalamazoo Field office as an example. Each consultant is assigned 118 active facilities and that office has a very high complaint activity. There is a lot of very hard working staff in that office but with that size caseload, they can't be timely.

Jim Gale said that he would give filling vacant positions his highest priority when he meets with the new Director. His request will contain the consequences the vacant positions present. When he talks to the media or attends conferences, he tells them that staff vacancies are his largest concern.

Phil Lancaster said if there is not enough staff, licensees know the Bureau cannot enforce rules and this affects the quality of life for adult foster care residents.

Deborah stated that protection through prevention has been the Bureau's number 1 priority but being unable to issue new licenses also jeopardizes the economy because it inhibits the growth of small businesses and jobs in the community.

Andy suggested the Council consider using Advocacy Groups as a resource to make the Bureau's staffing issue known. He said AARP would be happy to be an advocate to spread the need for filling staff vacancies.

Jim Gale said you need to think about how to get the message out and use detailed information.

Lauren made a motion to form a Staffing Issue Committee to draft a letter from the Council to Legislators regarding the consequences of staff vacancies. The letter would contain data from the Bureau. Andy seconded the motion.

The following Council members volunteered to be on the committee:
Andy Farmer, Phillip Lancaster, Linda Lawther, Kathleen Murphy, Michelle Mull, and Lauren Swanson.

This committee meeting will be held when BCAL has prepared some talking points.

DIVISION/BUREAU UPDATES

Focused Onsite Renewal Inspection

Deborah provided copies of the letter implementing the Focused Onsite Renewal Inspections and list of training sites sent to licensees.

Deborah presented the PowerPoint that will be used as an introduction of the process in training sessions for licensees and BCAL staff. The Council discussed the Focused Onsite Renewal Inspection process and Deborah answered and clarified concerns. Some of the questions related to the rule compliance self-assessment.

A more detailed training will be provided to licensing staff on October 2nd.

NOTE: As a result of the pending government shut down, the October 2nd training date was changed to October 24th.

Kathleen made a motion to have an update of the Notice of Finding process at the next Council meeting. The update would contain the strengths, challenges and feedback from the licensees. Linda seconded the motion.

OTHER

As requested, Deborah gave an update on the background check process. The Department of Community Health has continued their contract with Michigan State University to continue to upgrade the Background Check website.

The Background Check Pilot Program ended September 30th. The due date for the final CSMS report has been extended to Spring 2008.

Lauren Swanson gave an update on the Adult Abuse and Neglect Prevention Training Accomplishments and the number of long-term care direct access staff trained. The total trained as of August 1 was 5912 in the 8-hour training. The final trained in the eight-hour is 6,012; they will additionally train 2,000 in the four-hour AANP training by September 30, 2007. Lauren will email the Overview of the Pilot Program to Marva to forward to the Council.

Andy Farmer reported the Michigan Long-Term Care Supports and Services Advisory Commission is establishing workgroups for Finance, Prevention, Workforce, Person Centered Planning, Quality, and Public Education and Consumer Participation. Andy said not all committees have met. He ask the Council members to use their resources to contact volunteers for the workgroups.

Lauren will send the recruitment flyer for the workgroups to Marva to forward to the Council.

Adjournment

Lauren made a motion to adjourn the meeting. Andy seconded the motion.

NEXT MEETING

November 15, 2007

AFC Council 9:30 a.m. - 12:30 p.m.
7109 W. Saginaw, Lansing, MI
Conference Room 2-1